

**DIRECTOR OF LOGISTICS
COMBAT READINESS TRAINING CENTER (CRTC)**

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- 1. Objective.** As prescribed in AFI 38-201, *Determining Manpower Requirements*, this Air National Guard Manpower Standard (ANGMS) quantifies the full-time manpower required to accomplish the tasks described in the work center description for varying levels of workload volume.
 - 2. Authority.** The 38-series of Air Force and Air National Guard directives contain US Air Force and command policy and procedural guidance for the CRTC Director of Logistics work center. This ANGMS has been developed in accordance with procedures contained in AFPAM 38-208V1, *Air Force Management Engineering Program (MEP) Processes*, and is the result of a functional review.
 - 3. Applicability.** This standard applies to the CRTCs located at Phelps Collins ANGB, Alpena, MI; Volk Field ANGB, Camp Douglas, WI; Savannah International Airport, Garden City, GA; and Gulfport-Biloxi Regional Airport, Gulfport, MS. This standard applies to peacetime operations only.
 - 4. Standard Data.**
 - a. Classification. Type III.
 - b. Approval Date. 4 April 1995.
 - c. Manpower Data Source. Staffing Pattern.
 - d. Standard Manpower Equation. $Y = 1$ (Constant Manpower).
 - e. Workload Factor. N/A.
 - 5. Application Instructions.** This work center requires constant manpower of one. No other application instructions apply.
 - 6. Statement of Conditions.** The conditions listed below had no affect on the development of this standard, nor will they affect future applications. Analyses of these levels of service indicate no manpower impact:
 - a. Minimum response rates.
 - b. Minimum manpower levels.
 - c. Standardized crew complements.
 - d. Safety considerations.
 - e. Aircraft turn-around time.
 - f. Length of waiting periods.
 - g. Levels of backlog.
 - h. Hours of operation.

DONALD W. SHEPPERD
Major General, USAF
Director, Air National Guard

OFFICIAL

DEBORAH GILMORE
Chief
Administrative Services

- 2 Attachments**
1. Work Center Description
2. Standard Manpower Table

WORK CENTER DESCRIPTION

DIRECTOR OF LOGISTICS

DIRECT:

1. MANAGEMENT:

1.1. ESTIMATES AND PROGRAMS REQUIREMENT:

1.1.1. MANAGES FACILITY. Directs planning, review, and determination of facility requirements. Ensures compliance with applicable regulations. Identifies planning requirement to Director of Logistics work centers or other personnel. Reviews and evaluates facility plan or proposal. Oversees acquisition and implementation process. Makes facility assignment decision.

1.1.2. MANAGES RESOURCES, SUPPLY, OR EQUIPMENT. Directs planning, review, use, and determination of supply or equipment. Makes and approves equipment acquisition decision. Reviews and approves subordinate work center equipment request. Plans and establishes internal policies and procedures.

1.1.3. MANAGES SUBORDINATE PERSONNEL. Directs utilization of resource personnel or staff. Establishes work priority; oversees work in progress to ensure compliance with directive, quality standard, safety, or security regulation; ensures supply discipline, care of equipment or facility, and gives verbal instruction to subordinate. Informs subordinate personnel of policy, practice, or procedural change affecting individual or organizational status. Counsels employee, interviews, and selects employee. Develops criteria, evaluates personnel performance, and manages employee recognition program. Participates in labor relations program, equal opportunity program, or other human resource management program. Participates in problem solving and takes required actions.

1.1.4. MANAGES TRAINING PROGRAM. Directs planning, review, and determination of training requirement. Reviews training status and makes decision related to training management.

1.1.5. REVIEWS INCOMING DISTRIBUTION. Reviews incoming communication for information, necessary action, and routing.

1.1.6. REVIEWS OUTGOING DISTRIBUTION. Reviews outgoing communication for completeness, accuracy of content, and coordination; signs and dispatches.

1.2. COORDINATES WITH OUTSIDE AGENCY. Coordinates with outside agency to affect accomplishment of the mission or maintenance support requirement.

1.3. EVALUATES LOGISTIC ACTIVITY. Visits activity to observe condition and evaluates resource capability, performance, or requirement.

1.4. REVIEWS REPORT OR STATISTICAL DATA. Analyzes report, statistical data, and management product. Evaluates work center status to identify exception, trend, or condition which requires management attention.

1.5. ATTENDS OR CONDUCTS BRIEFING, CONFERENCE, OR MEETING. Gathers information, organizes reference material, and attends/conducts briefing, conference, or meeting. Establishes/conducts board or council.

1.6. MANAGES FINANCIAL REQUIREMENT. Reviews, approves, and submits budgetary requirement. Manages utilization of allocated funds.

2. TECHNICAL ASSISTANCE:

2.1. PROVIDES TECHNICAL MANAGEMENT ADVICE. Provides advice on subject relating to logistic organization procedures development, equipment requirement, maintenance priority, or other management problem. Assists in the planning, organizing, coordinating, and managing of the Logistic complex.

2.2. PROVIDES PERSONNEL MANAGEMENT ADVICE. Provides advice on recommended personnel assignment and assists in personnel selection. Counsels personnel and recommends necessary action to resolve problem or complaint. Advises the higher authority on matter relating to personnel welfare or morale.

2.3. PROVIDES LIAISON BETWEEN STAFF AND MANAGEMENT. Provides a communicative channel to subordinate management personnel by visiting work center, observing condition and activity, and conversing with personnel. Informs staff of change affecting personnel or operation by means of written notice or personal contact.

2.4. RECEIVES VISITING OFFICIAL. Receives and escorts official visitor. Arranges billeting, transportation, and/or tour through facility. Aids visiting official in accomplishing mission.

3. SPECIAL PLANNING OR SCHEDULING:

3.1. PREPARES FOR INCOMING UNIT TRAINING. Provides supplies and logistical support to visiting units during deployment.

3.2. SCHEDULES APPROPRIATE ACCOMMODATIONS. Provides billeting accommodations to incoming units.

3.3. PERFORMS OVERSIGHT ON SUBORDINATE UNIT PROGRAM. Makes staff visit to subordinate unit and evaluates capability. Reviews data and gives direction/advice to improve procedure/performance.

INDIRECT: Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Supervision, Administration, Meetings, Training, Supply, Equipment Maintenance, and Cleanup. See AFMS 00AA for the standard indirect description.

STANDARD MANPOWER TABLE										
WORK CENTER/FAC			APPLICABILITY MAN-HOUR RANGE							
Director of Logistics/Fac 4020TC			Constant Manpower							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
Director of Logistics	0046	AGR	1							
TOTAL			1							
AIR FORCE SPECIALTY TITLE	AFSC	GRADE	MANPOWER REQUIREMENT							
TOTAL										